



Administration for Children and Families

Office of Planning, Research and Evaluation

Human Services Research Partnership: U.S. Virgin Islands

HHS-2014-ACF-OPRE-YR-0784

Application Due Date: 07/07/2014

Human Services Research Partnership: U.S. Virgin Islands

HHS-2014-ACF-OPRE-YR-0784

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**Department of Health & Human Services
Administration for Children and Families**

Program Office:	Office of Planning, Research and Evaluation
Funding Opportunity Title:	Human Services Research Partnership: U.S. Virgin Islands
Announcement Type:	Initial
Funding Opportunity Number:	HHS-2014-ACF-OPRE-YR-0784
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Due Date For Letter of Intent:	06/04/2014
Due Date for Applications:	07/07/2014

Executive Summary

Notices:

- In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via <http://www.grants.gov> is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.
- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

The Administration for Children and Families (ACF) is soliciting applications for a cooperative agreement to support policy-relevant research that will explore issues related to social service needs and public welfare systems in the U.S. territory, United States Virgin Islands. The Human Services Research Partnership cooperative agreement program will support partnerships among researchers, local governments, and community-based organizations to define and address research questions regarding the social and economic well-being of low-income children and families in the U.S. Virgin Islands and the human service needs in the region. The Research Partnership is intended to improve understanding of the most promising human services approaches to improve the quality of life in the region, with particular focus on topics related to the Head Start and Temporary Assistance to Needy Families programs such as early child care and education and services to promote family self-sufficiency and stability.

The cooperative agreement is part of broader ACF research efforts related to Office of Head Start (OHS) and Office of Family Assistance (OFA) priorities. The research priorities of the cooperative agreement are detailed in *Section I.B*, with particular emphasis on efforts to promote school readiness and family self-sufficiency among the children and families of the U.S. Virgin Islands.

See *Section II. Award Information* for a description of the substantial involvement of the Federal Project Officer (FPO) in the performance of the successful applicant who is awarded this cooperative agreement.

I. Program Description

Statutory Authority

Awards under this FOA are authorized under Section 649 of the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, codified at 42 U.S.C. § 9844.

Awards are also authorized under Section 1110 of the Social Security Act (42 U.S.C. §1310).

Description

A. Background

The Administration for Children and Families (ACF) prioritizes addressing the needs of marginalized populations such as low-income and vulnerable residents of the U.S. territories in the Caribbean, the Commonwealth of Puerto Rico and the United States Virgin Islands. ACF has taken steps to strengthen services for underrepresented and underserved communities, with increased attention towards vulnerable groups, which includes residents of Puerto Rico and the U.S. Virgin Islands.

Through programs such as Head Start and Temporary Assistance for Needy Families (TANF), ACF provides services to support families and individuals to increase their economic stability and self-sufficiency as well as to encourage strong, healthy, and supportive communities that have a positive impact on quality of life and the development of children. By means of the Human Services Research Partnership: U.S. Virgin Islands cooperative agreement, ACF aims to support research partnerships. These partnerships will consist of collaboration(s) between researchers and front-line service providers within U.S. territory localities. These partnerships are expected to identify and implement research that transcends program boundaries, address the needs, strengths, and abilities of vulnerable populations; and seek to improve access to ACF programs in the region.

The unique history of the U.S. Virgin Islands shaped the complex and distinct social, political, and economic landscape in the region today. Low-income and vulnerable children and families in the U.S. Virgin Islands who may need ACF services face barriers distinct from communities on the continental U.S. or even in other U.S. territories. The distinctiveness of the region's population and resources presents challenges and opportunities to ACF programs in the region. In keeping with ACF's strategic plan, ACF aims to strengthen programming to meet the service needs in the U.S. Virgin Islands and seeks improved understanding of the region's needs and assets related to poverty, family stability, and children's development and well-being.

Implications for ACF Programs

Key strategic goals of the Administration for Children and Families include supporting underserved and underrepresented populations and upgrading ACF's capacity to make a difference for families and communities (U.S. Department of Health and Human Services, 2012). Toward these goals, ACF programs provide services that promote the economic and social well-being of families, children, individuals, and communities, while ACF concurrently sponsors research and evaluation to inform programming and program improvement efforts. The Office of Planning, Research and Evaluation (OPRE) within the ACF supports research and evaluation of important ACF social policy issues, with a particular focus on family self-sufficiency and employment as well as Head Start and Early Head Start. In addition to these programmatic areas, OPRE undertakes cross-cutting research, evaluation, and dissemination activities to inform outreach and programming efforts focused on particularly vulnerable or underserved populations.

Two ACF programs that provide support for low-income individuals, families and children are the TANF and Head Start programs. TANF is funded through the Social Security Act. The Social Security Act authorizes research and supporting activities that identify, develop and examine promising practices for increasing self-sufficiency and reducing dependence on public welfare programs. Typical research relevant to TANF focuses on employment training, transitional supports, and efforts to improve

individuals' self-sufficiency, income, employment and service uptake. Head Start research is expected to develop, improve and evaluate promising practices for furthering the purposes of Head Start that are detailed in the Improving Head Start for School Readiness Act (2007). Head Start and Early Head Start programs focus on young children's school readiness and development, but include focus on diverse goals that improve children's well-being, such as family literacy, self sufficiency, parent training and facilitating parent utilization of community services. The funding for the Human Services Research Partnership: U.S. Virgin Islands is derived from TANF research funds and Head Start research funds. The activities proposed for the Human Services Research Partnership should reflect the research topics prioritized by these funding sources, *See Section II. Award Information.*

A substantial proportion of residents in the U.S. Virgin Islands participate in ACF programs, but many more families and individuals in the area who could benefit from these services do not access ACF programs. In the U.S. Virgin Islands, approximately 873 children and 426 families receive TANF funds (OFA, 2013). A number of families may receive other TANF funded trainings and services. About 500 families receive monthly child care assistance and 1,014 children are enrolled in Head Start programs (Office of Child Care, 2011; Office of Head Start, 2011). Additional children and families in the U.S. Virgin Islands may need these services and programs but do not have access to them.

Additional research is needed to improve understanding of service needs, to examine and evaluate programs, and to increase the quality of program services in U.S. Virgin Islands.

B. Cooperative Agreement Purpose and Goals

The Human Services Research Partnership cooperative agreement will support research on the U.S. Virgin Island's human service capacity, with particular focus on topics related to the Head Start and TANF programs, such as the healthy development and school readiness of children and self-sufficiency and stability among low-income families.

ACF is interested in improved understanding of:

- the human service needs of the territory and
- how human service programs in the region are meeting these needs
- the unique circumstances and challenges posed by economic, geographic, and developmental factors of U.S. Virgin Islands.
- the unique strengths, assets, and cultural norms of the region.
- how ACF can enhance the quality of life for residents in the U.S. territory through human services.

In addition, the Human Service Research Partnership will

- produce data for ACF on its programs in the region and promote a better understanding of the social and economic dynamics and barriers to service of low-income individuals and families who reside in the U.S. Virgin Islands.
- increase the capacity in the region to strengthen research and gather relevant data. To this end, ACF encourages applicants to propose innovative ways to develop local human services data, strengthen research resources and research capacity, and develop strong ongoing partnerships with local agencies and programs to ensure production of applied research in the territory.

ACF recognizes that there may be compounding effects of social and economic barriers that affect the quality of life in the U.S. Virgin Islands. The following topics and areas reflect ACF research priorities for this cooperative agreement program (list is not exhaustive or in any particular order):

- Early childhood development: increasing the availability of safe, stable, and high-quality early care and education for low-income families; supporting the early childhood professional workforce; and improving the quality of care and the coordination of early care and education systems to support early learning and well-being.

- **Economic Self-Sufficiency:** Incorporating strategies to support family economic self-sufficiency and improve stability in the specific context of the territory.
- **Social Capital:** Investing in human and social capital to advance the social well-being of individuals, families, and communities while incorporating culturally and linguistically appropriate approaches that respect and build on the diversity of the community.

The Research Partnership projects are expected to address research questions of high priority for social services stakeholders and organizations in U.S. Virgin Islands, while adding to general knowledge about population needs and services in the insular areas to promote family economic self-sufficiency and children's healthy development and learning. Project teams are expected to develop their research questions and research designs within partnerships between researchers and local stakeholders. Projects can simultaneously examine questions of significance for ACF policies in the U.S. Virgin Islands and increase long-term capacity among local human services stakeholders to address policy questions through research. Projects that build on existing resources and opportunities with innovative research designs can enhance capacity for social policy research locally and more broadly in the field.

C. Human Service Research Partnership: Roles and responsibilities

Given the overarching program goals, proposed projects must address applied research questions that will inform and improve human services policies and programs in U.S. Virgin Islands.

1. Research Partnerships. Research teams must include researchers and at least one government or community-based agency administering Head Start and/or TANF funded programs in the region. Research projects must be **led by researchers** affiliated with an accredited institution of higher education or with an established research organization. Therefore, successful applicants must be institutions of higher education or research organizations, and projects must feature strong partnerships with local organizations or policymakers administering human services. All research funded with federal monies must be reviewed and approved by an Institutional Review Board (IRB).

Proposed research projects must be developed collaboratively with agencies involved in administering local human services and/or ACF programs. Broad-based partnerships are encouraged.. For example, the following entities may be included as part of a research partnership project, in addition to the research organization: (1) agencies in the local government responsible for administering ACF programs; (2) community-based organizations providing social services; (3) early childhood programs, such as public or private child care centers or Head Start; (4) planning councils, commissions, advisory groups, and other organizations that participate in social services planning and policy making; (5) professional organizations and associations; (6) civic groups and community organizations; and (7) other appropriate organizations and individuals involved in addressing human service needs in the U.S. Virgin Islands. Collaboration should be reflected throughout the project development, implementation, interpretation and dissemination.

2. Increase data and research capacity in the U.S. Virgin Islands. The grantee is expected to use ACF funds creatively to improve local capacity to conduct applied research. Research resources for evaluating and supporting program services should be developed as part of the project. Projects may support the training and development of local researchers or data management administrators or develop resources that will enhance the data and research available in the region. This may include developing a research fellowship program for graduate students in related fields such as social science, health, education and economics. Sponsored research activities must result in information and/or practical tools that agencies and providers can utilize to inform their human service efforts; for example, an online database with reliable indicators of the population's economic and social well-being, guidelines and protocols for community needs assessments, or valid survey instruments or observational tools that agencies can use to collect data in local communities.

In support of the overarching program goals, the successful applicant will also be responsible for the following additional tasks:

1. Network. Project teams are expected to participate in an annual grantee meeting in Washington, DC.

This meeting will include a growing network of Human Services Research Partnership grantees that will meet annually. This network will (a) communicate regularly to identify commonalities and develop collective expertise; (b) participate in dissemination activities and develop resources to be shared with the field at large; and (c) create additional opportunities for collaboration. For example, two or more territories might collaborate and produce research papers or comparable data to better understand some cross-cutting themes.

2. Meetings with Federal Project Officer (FPO). To maximize the potential for the funded research to inform broader research, policy, and programming, the grantee will be expected to have bimonthly meetings with the FPO to share ongoing activities, develop and refine plans in discussion. The grantee must provide scheduling and phone conference support for these meetings. Research activities developed over course of the funding, in partnership with agencies and stakeholders, must be approved by OPRE prior to implementation.

3. Conferences. Grantee is also expected to attend at least one ACF /OPRE sponsored conferences in Washington, DC.

Participation will be based on the project's focus and chosen from the following list:

- *Head Start National Research Conference (Biennial)* It is expected that key personnel of the Research Partnership will attend the biennial meeting of the Head Start National Research Conference, which is held in Washington, DC, typically during June. The conference brings together researchers, federal administrators, and Head Start practitioners to discuss early childhood development and education policy research.
 - *Welfare Research and Evaluation Conference (WREC) (Annual)*. It is expected that key grantee personnel will attend the annual ACF WREC, which is held in Washington, DC, typically at the end of May or beginning of June. This conference brings together researchers and administrators to discuss cutting-edge research related to a range of anti-poverty programs and policies.
- 4. Other opportunities to meet with ACF stakeholders.** In addition, OPRE will identify and facilitate opportunities to present grantee work to federal and local policymakers or program administrators when project team members are in Washington, DC, for other meetings. For example, the grantee may be asked to participate in the annual meeting of State, Territory, and Tribal Child Care administrators and/or the National Child Welfare Evaluation Summit, which are typically held in the Washington, DC, metropolitan area.

Participation of the Principal Investigator(s) (PI) and key project team members at the required meetings and conferences will enhance grantee connections to other ACF-sponsored research and broader applied research efforts. Along with the required meetings, OPRE will identify additional opportunities for the project team to present the funded research to federal and state policymakers and administrators. All of the meetings are excellent opportunities for the grantee to build relationships with key stakeholders and to discuss implications of the grantee's work. To the extent possible, ACF will work with the grantee to coordinate grantee meeting dates in order to efficiently utilize funds.

For information regarding the role of OPRE, please see *Section II. Description of ACF's Anticipated Substantial Involvement under the Cooperative Agreement*.

D. Definitions

Budget Period - The intervals of time into which a multi-year period of assistance (project period) is divided for budgetary and funding purposes. The budget periods for this cooperative agreement will be 12 months long.

Cooperative Agreement - An award instrument of financial assistance where "substantial involvement" is anticipated between the HHS awarding agency and the recipient during performance of the contemplated project or activity. "Substantial involvement" means that the recipient can expect Federal programmatic

collaboration or participation in managing the award.

Insular Area: A jurisdiction that is neither a part of one of the several states nor a federal district. This is the current generic term to refer to any commonwealth, freely associated state, possession or territory. Unmodified, it may refer not only to a jurisdiction that is under United States sovereignty, but also to one which is not a freely associated state or, 1947-94, the Trust Territory of the Pacific Islands or one of the districts of the Trust Territory of the Pacific Islands.

Federal Project Officer (FPO): Point of contact in ACF/OPRE who is responsible for programmatic aspects of the cooperative agreement, The FPO will review progress reports and all activities as well as provide technical assistance to advance goals of cooperative agreement and project objectives. FPO also assists Grants Management Officer in monitoring technical aspects of grant activities.

Local: Refers to the geographic and community-level areas within the U.S. territory that the project and resources will benefit (district, municipal, village, territory's government, etc.)

Project Director/Principal Investigator/Program Director - Individual(s) designated by the recipient to direct the project or program being supported by a grant. He/she is responsible and accountable to officials of the recipient organization for the proper conduct of the project, program, or activity. The PI is also the primary individual responsible for developing, conducting, and administering the sponsored research project. The PI is usually a faculty member or senior researcher of institutions that meet eligibility and holds a doctoral degree. The PI must have published at least one article in a peer-reviewed journal

Project Period - The total time stated in the Notice of Grant Award (including any amendments) for which Federal support is recommended. The period will consist of one or more budget periods. It does not constitute a commitment by the Federal Government to fund the entire period.

A territory: An unincorporated territory; a United States insular area in which the U.S. Congress has determined that only selected parts of the U.S. Constitution apply. There are unincorporated United States insular areas, three in the Caribbean (Navassa Island, Puerto Rico, and the United States Virgin Islands) and ten in the Pacific (American Samoa, Baker Island, Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Atoll, the Northern Mariana Islands, and Wake Atoll).

U.S. territories: American Samoa; Commonwealth of the Northern Marianas Islands; Commonwealth of Puerto Rico; Guam; United States Virgin Islands.

E. REFERENCES

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U.S. Department of Health and Human Services. (2012) HHS Administration for Children & Families Strategic Initiatives: Goals, Strategies & Objectives for Future Work of the Administration for Children & Families. Retrieved from <https://www.acf.hhs.gov/about/strategic-plan>.

U.S. Department of Interior, Office of Insular Affairs <http://www.doi.gov/oia/index.cfm>

II. Award Information

Funding Instrument Type: Cooperative Agreement

Estimated Total Funding:	\$300,000
Expected Number of Awards:	1
Award Ceiling:	\$300,000 Per Budget Period
Award Floor:	\$100,000 Per Budget Period
Average Projected Award Amount:	\$300,000 Per Budget Period

Length of Project Periods:

36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

Initial awards will be made for the first 12-month budget period. For 36-month projects, continuation awards for the second and third 12-month budget period will be subject to the satisfactory progress by the grantee and a determination that continued funding would be in the best interest of the Federal Government. Supplements to the funding may also be considered given the best interest of the Federal Government and availability of funds.

The 36-month project period should be noted in Item 17 on the Standard Form (SF) 424 and the plan for a 36-month project period should be reflected in the project narrative and budget and budget justification. However, the SF 424 should include a request only for first year of funding (\$300,000 or less). The applicants proposing 36-month projects will receive instructions on how to submit non-competing continuation applications for subsequent years of funding.

Multiple Funding Streams:

The project will be supported by research funds from two related areas of ACF programming, and therefore activities funded by the Human Service Research Partnership: U.S. Virgin Islands must focus on issues consistent with these two funding sources. In some cases, these topics may be cross cutting and fundable under both sources. Allowable activities for each funding source are:

Prevention and reduction of dependency. Section 1110 of the Social Security Act authorizes research and demonstration projects related to preventing and reducing dependence on public assistance, and increasing self-sufficiency. **Funds authorized by the Social Security Act for research activities contribute 33.33% of the total funds for the Human Service Research Partnership: U.S. Virgin Islands.**

Supporting early child education, low income families and young children's development. The Improving Head Start for School Readiness Act (2007) authorizes research, demonstration and evaluation projects related to improving the quality of Head Start programs and addressing the needs of low income children, their families and communities as consistent with the purposes of Head Start outlined within the Act.

Funds authorized under the Improving Head Start for School Readiness Act (2007) contribute 66.66% percent of the total funds for the Human Service Research Partnership: U.S. Virgin Islands.

Consistent with the funding proportions, the proposed activities for the Human Service Research Partnership must be apportioned across topics consistent with each funding stream, see *Section IV. Approach*. Separate accounting records must be maintained for these funding streams, see *Section VI.3. Reporting*.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

Cooperative agreements are assistance mechanisms that differ from grants in that they allow substantial programmatic involvement of ACF/OPRE above and beyond the levels required for traditional program management of grants.

The Federal Project Officer (FPO) (and other ACF staff, as appropriate) will collaboratively negotiate with the recipient regarding the roles and responsibilities outlined in this FOA, prior to finalizing the Cooperative Agreement. This will include discussions regarding whether there are additional areas of expertise needed to fulfill the project goals, refinement of planned activities, discussion and identification of priorities, and collaboration with applicants to identify additional investigators who might be included to fulfill any such needs.

The FPO and other ACF staff will cooperate with the grantee by:

- Reviewing progress reports and all activities to ensure cooperative agreement objectives are being met.
- Participating in bimonthly meetings with the grantee to remain informed about project activities and progress, and to provide feedback on developing project activities.
- Research activities developed over course of the funding must be approved by OPRE prior to implementation.
- Providing information, and feedback or other support related to the analysis, interpretation, and reporting/communication of findings, as needed.
- Promoting collaborative relationships/partnerships and facilitating connections and the exchange of information among OPRE grantees and related efforts within the federal government to advance the goals of the grant program and project objectives (e.g., identifying available resources, technical assistance and training needs; emerging issues and research findings; providing feedback on research briefs and/or resources).
- Supporting collaboration with ACF offices and programs.
- ACF/OPRE staff will collaborate with the recipient in identifying the final research questions and study designs for this award and will provide feedback regarding research plans and products to ensure that they are relevant and translatable to the policy and practice communities.

These responsibilities are in addition to, not in lieu of, the levels of involvement normally required for program stewardship of federal grant funds.

Work supported under the cooperative agreements must acknowledge ACF/OPRE and the grant program in a manner agreed upon and approved by the Federal Project Officer.

See *Section I. Funding Opportunity Description, C. Human Service Research Partnership: Roles and Responsibilities*, for a description of the roles and responsibilities of successful applicants under awarded projects.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to accredited public, state-controlled, and private institutions or higher education, including faith-based institutions of higher education, and to non-profit and for-profit organizations whose primary work is in research.

Eligibility for this cooperative agreement is limited to public and private institutions of higher education, and to established research organizations (non-profit and for-profit), as the grantee must have organizational and staffing capacity for ethical, culturally sensitive work that will provide meaningful information, build capacity, and result in resources appropriate to human services in the U.S. Virgin Islands. Accredited institutions of higher education and established research organizations (non-profit and for-profit) can provide both the oversight and expertise necessary for this ground-breaking effort.

Eligible accredited institutions of higher education also include:

- (a) Faith-based institutions of higher education (See ACF's Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>);
- (b) Tribally Controlled Land Grant Colleges and Universities (TCUs) as cited in Section 532 of the Equity in Educational Land Grant Status Act of 1994 (7 U.S.C. § 301 note), any other institutions that qualify for funding under the Tribally Controlled Community College Assistance Act of 1978, (25 U.S.C. § 1801 et seq.), and Navajo Community College, authorized in the Navajo Community College Assistance Act of 1978, Pub.L. 95-471, Title II (25 U.S.C. § 640a);
- (c) Historically Black Colleges and Universities (HBCUs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1061(2), and that are institutions established prior to 1964 whose principal mission was, and is, the education of Black Americans, and must meet the definition of "Part B institution" in Section 322 of the Higher Education Act of 1965, as amended; and
- (d) Hispanic Serving Institutions (HSIs) as defined in the amended version of the Higher Education Act of 1965, codified at 20 U.S.C. § 1101a(a)(5), and that are institutions who satisfy Section 502(a)(5) of the Higher Education Act of 1965, as amended.

The PI for the project must have a Ph.D. or equivalent degree in their field. Research must be a primary portion of their work, and they must have published at least one article in a peer-review journal. Applications that do not have a PI with appropriate education and experience are unlikely to be funded under this FOA.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-federal share of the project cost, in accordance with **Section 1110, Title XI of the Social Security Act (42 U.S. C. 1310)**

Cost sharing is required for these projects. Applicants must provide a cost sharing amount in the Budget and Budget Justification. Cost-sharing may be in cash or in-kind and may include indirect cost. The cost sharing amount will not affect the Award Ceiling amount as a disqualification factor. See *Section III.3. Other, Application Disqualification Factors*. Please also see *Section IV.2. Budget and Budget Justification, Commitment of Non-Federal Resources* and *Section V.1. Criteria, Budget and Budget Justification*.

Non-federal resources will be evaluated under criteria found in *Section V.1.* of this announcement.

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number ([http:// fedgov. dnb.com /webform](http://fedgov.dnb.com/webform)) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: [https:// www.sam.gov /sam / transcript/SAM_Quick_Guide_Grants_Registrations -v1.6. pdf](https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf).

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Institutions of Higher Education

Applicants that are institutions of higher education must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council of Post-Secondary Accreditation. Although this FOA is not requesting proof of accreditation as part of the application submission, OPRE staff will confirm accreditation through the online resources of the Department of Education and the Council of Post-Secondary Accreditation. If the applicant is not accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council of Post-Secondary Accreditation, the application will be disqualified from review under this FOA.

Research Organizations

Applicants that are a non-profit or for-profit organization are required to provide evidence that research is a primary organizational activity. If such evidence is not included in an application submission from a non-profit or for-profit organization, the application will be disqualified from review and from funding under this FOA. See *Section IV.2. Project Description, Additional Eligibility Documentation*.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Wendy DeCoursey
Administration for Children and Families
Office of Planning, Research and Evaluation
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: ResearchUSVI@icfi.com

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of

an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be

considered additional files.

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: [https:// www.acf.hhs.gov/ sites/ default/ files/ assets/ pdf995 instructions for video.pdf](https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf). ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at [http:// www.acf.hhs.gov/grants](http://www.acf.hhs.gov/grants) under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF

will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The only two document files that can be uploaded for your application in grants.gov are a) the “Project Description” file and b) the “Appendices” file. Please note page limits and content required for each .

1. Page Limits and Numbering. The total page count for the application must be 125 pages or less. Pages that exceed this limit will be removed prior to review.

a) The “Project Description” file: Suggested page limit for this file is 75 pages. Applicants must number the pages of the file, beginning with the Table of Contents. References and Budget Justification may be single-spaced, as described in this section in "Elements Exempted from Double-Spacing Requirements."

b) The “Appendices” file: Suggested page limit for this file is 50. Applicants must number the pages in the file, beginning with the Appendices' Table of Contents.

2. Writing Style. The proposal should be consistent with the format and style guidelines of the current Publication Manual of the American Psychological Association.

Applicants are strongly advised to use headings and subheadings that correspond to the required information, project description sections (See *Section IV.2 Project Description*), and evaluation criteria (See *Section V.1 Criteria*). Careful labelling will facilitate the reviewers' evaluation. Additional headers and subheaders may be used to organize the content of each section. References must be included in the "Project Description" file, not in the "Appendices" file.

3.Content and Organization of Application Files for Electronic Submission

A. "Project Description" File: The project description should be carefully developed in accordance with the grant program goals and requirements described in *Section I. Funding Opportunity Description*, *Section IV.2 Project Description*; and relate to the criteria that will be used to evaluate the application as described in *Section V.I. Criteria*. References must be included in the project description file, not in the 'Appendices' file.

Formatting ACF Applications:

Applicants should organize the Project Description (narrative) file in the following order:

- a) Table of Contents
- b) Project Summary/Abstract (single-spaced, one page maximum)
- c) Project Description
 - Background
 - Objectives and Need for Assistance
 - Outcomes Expected
 - Background
 - Research Plan
 - Partnership Development Plan
 - Communication and Engagement Plan
 - Management Plan
 - Staff Qualifications
 - Dissemination Plan
- d) Organizational Capacity
- e) Budget and Budget Justification (single-spaced)

See additional instructions in *Section IV.2 "The Project Description"* for details on preparing the project narrative.

B. Appendices File should include any required documentation on eligibility status, resumes/curriculum vitae, letters of support, Third-party agreements, or Memoranda of Understanding, or other evidence of agreements or partnerships described in the proposed project.

Applicants should organize the Appendices file in the following order (as applicable):

- a) Appendix Table of Contents
- b) Required Documentation of Eligibility Status
- c) Resumes/Curriculum Vitae
- d) Memoranda of Understanding and/or Letters of Agreement
- e) Letters of support
- f) Other Materials in Support of the Proposal

4. Organization of Application Files for Paper Format Submission

Applicants that are submitting their applications in paper format must follow the same sequence of application elements in assembling the application.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.</p>	<p>Applicants are advised of the following requirement contained in Section 523 of the "Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, 2008," (P.L. 110-161, Division G). This requirement remains in effect: Sec. 523.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2010, or as a multiyear project to be fully funded in FY 2010, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.</p>
<p>SF-424A - Budget Information - Non-Construction Programs and</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their</p>

SF-424B - Assurances - Non- Construction Programs	submitted by the application due date.	compliance with all federal statutes relating to nondiscrimination.
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov .	A DUNS number and SAM registration are eligibility requirements for all applicants. See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov .

Key Contact Form

SF-424 Key Contact Form: Key contact information needed for the Principal Investigator. Do not include information about staff who are only temporarily assisting in the application process.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3. Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Submit the letter of intent to:

Wendy DeCoursey
Administration for Children and Families
Office of Planning, Research and Evaluation
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Fax: (703) 934-3740

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Funding Opportunity Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Applicants must explain how the proposed project research will improve current human service programs and expand knowledge regarding family self-sufficiency and stability and early childhood education and development in the U.S. Virgin Islands.

Applicants must make clear how their project will tackle issues of significance related to Head Start and TANF. Strong applications will describe how the project's research will inform specific programmatic and policy decisions of the territory's human service programs and contribute to policy, practice, and future research more broadly, suggesting practical applications as well as longer-term benefits that might be derived from the project's activities or findings.

Applicants must specify how their work will build research capacity within the territory. The plan must explain how the capacity to develop data and use research evidence will be expanded for researchers, policymakers and practitioners in the U.S. Virgin Islands.

Applicants must clearly explain how the expected results will achieve the cooperative agreement program goals described in *Section I.B.* of this FOA. Specifically, applications demonstrate how the proposed project will (a) develop research partnerships in the territory; (b) increase data and research capacity in the territory; (c) increase knowledge about the population's human services needs and programs; (d) benefit TANF, Head Start, and local human services programs on issues of current relevance in family economic self-sufficiency and children's healthy development and learning in the territory.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Background

Strong applications will provide evidence of their commitment to enhancing the quality of life for residents in the U.S. territory. Applications should demonstrate that the research team has established connections and expertise on the U.S. territory or Caribbean region. Strong applications will also display how the proposed research, data collection, and/or other research activities are consistent with the Human Services Research Partnership project's proposed objectives (See *Section I*).

Applicants must describe their proposed research questions and demonstrate the significance of their proposal in the context of the existing knowledge base and research in the U.S. Virgin Islands.

Research teams of eligible institutions or organizations located in the U.S. territory or regionally based will be given precedence over non-U.S. territory or non-regionally based institutions or organizations. Should the proposed project team not be located in the territory, the application must demonstrate how the team will successfully achieve the goals of this grant program (described in *Section I.B.*).

Project Plan

Partnership Development: The plan must include specific details as to who partners are, how partnerships will be established, and how they will be utilized throughout the course of the project. Select representatives from community stakeholders, government administrators and practitioner and service providers will be involved in multiple aspects of project activities; research partners identified must address gaps in staff expertise. The goal of partnership development is to ensure buy-in to projects and products, and to ensure the highest quality relevant work for the community. Building research capacity is central to this grant, and applicants are expected to work with a broad range of stakeholders on items related to family self-sufficiency and stability issues and/or early childhood education and child development. The Human Service Research Partnership grant will also facilitate partnerships between researchers and local agencies and service programs. Evidence of the applicant's and principal investigator(s) experience with managing multi-partner projects must be provided. The research plan will provide details regarding how collaborative partnerships will be established and maintained with the practitioners, service providers, families and children who will be participating in research (i.e., recruitment, interpretations, dissemination).

Provide evidence that all partners have the experience, willingness, and flexibility to collaborate effectively with one another in carrying out the proposed project. Possible examples of evidence include describing how each partner contributed to the planning of the project and/or development of the proposal; a description of past or current partnerships among project team members that demonstrate the

ability to carry out collaborative research. If agreements are not yet established, describe plan for achieving agreements.

Describe the relationship between this project and other relevant research work planned, anticipated, or underway by the applicant or its partners.

Describe understanding of OPRE/ACF role in the proposed Human Service Research Partnership.

Communication and Engagement Plan: The applicant must provide details of their approach to establishing or maintaining communication and engagement with key stakeholders. Proposals should include a detailed communication and information exchange plan, including specific activities and products, such as: (a) identification and outreach to appropriate ACF administrators, program practitioners and service providers, academic researchers, and potential key stakeholders, including community representatives and low income children and families; (b) potential communication and engagement challenges and methods to address them; (c) participation in OPRE/ACF conferences and/or meetings for the project team to present the funded research to federal and State policymakers and administrators; (e) specific activities to gather feedback from key stakeholders on project development, research interpretation, and products; (f) specific activities to communicate project results to the local community; (g) potential collaborative activities or products involving the territory's government or local community stakeholders to enhance existing human services and programs or address long-term needs for the U.S. territory. The plan should include attention to local methods for effective communication as well as website development, social media, webinars and other outreach products, as appropriate.

Research Methods and Activities: Applicants should fully describe the technical approach for addressing the key issues and achieving the project objectives proposed. The methodological discussion must include technical details of the proposed research design, including a description of the following elements, at a minimum: (a) conceptual framework; (b) research questions, hypotheses, and variables; (c) data sources, sampling (i.e., approach and expectations); (d) data collection procedures; (e) analytic plan; (f) human subjects protection (Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption); and (g) data security. It may be helpful to include diagrams or tables that portray the interrelationships among the proposed research issues, questions, variables, and data elements.

Projects employing qualitative and/or quantitative methodology are acceptable, as appropriate to rigorously meet the research objectives and needs of the research partnership. Applicants should discuss the strengths and limitations of the proposed approaches and techniques, as well as realistic strategies for the resolution of potential challenges in completion of the research.

Applications should demonstrate sensitivity to technical, logistical, cultural, and ethical issues that may arise, and offer feasible solution strategies. Applicants should utilize collaborative problem-solving strategies, as appropriate to the project goals and design. Discussion of potential problems or challenges to accomplishing the project's objectives; including factors that may affect the quality of the research or its outcomes, may undermine the ability of partners to collaborate effectively; and may hinder the sharing, review and dissemination of information. This description should include a plan for addressing obstacles as they arise. The plan should include details regarding the available Institutional Review Board and how each research project supported by the grant will be reviewed and approved.

The applicants will describe their plans for products from the cooperative agreement. The priority for the Human Service Research Partnership programs is informing the territory service community and addressing local research gaps. The applicant's plan must acknowledge that rapid dissemination of the products is essential and will not be delayed for purposes of publication in journals or other formats. All partners must be informed of this limitation when subcontracts are established.

If applicable, applications should include full description of the following approaches:

(a) Administrative Data. If the applicant proposes to utilize records of state or local agencies, resource and referral files, records maintained by child care facilities, or other primary data sources for any purpose

in the project (e.g., sampling, background, comparisons, linking), describe the nature of the data and how the data would be accessed; characteristics of the sample and how it would be constructed; variables or data elements to be used and how these fit within the research plan; characteristics of the data (including data quality); and how confidentiality of individual records would be maintained. The application must provide clear proof that the research team has the authority to access the data, including written permissions and/or agreements from the offices or agencies that authorize access (i.e., agreements, licenses, or memoranda of understanding; and which agencies, organizations and/or individuals will be involved in acquiring permissions).

(b) Secondary Analysis of Existing Data Sets. If the applicant proposes analyses of secondary data sources for any purpose in the project (e.g., sampling, background, comparisons, linking), describe the objectives of the original research and its appropriateness and limitations for this study; the nature, scope and representativeness of the data; how the data would be accessed; the ability to access appropriate data and resources to support the proposed research; variables or data elements to be used and how these fit within the research plan; and characteristics of the sample and the data (including data quality). The plan for ensuring confidentiality of participants must be discussed. Applicants who propose to analyze nationally or regionally representative data sets, such as data from the Census Bureau or Bureau of Labor Statistics, must discuss how their analyses could address national, regional, State or territory-level child care market or policy parameters and/or trends.

(c) Linkage(s) With Other Research Projects. If the proposed project would involve linkage with ongoing research of the applicant or their partners, the applicant must explain how linking the studies would accomplish more towards meeting the goals and objectives of this grant program. When applicable, also describe the design and status of the ongoing research study; how the proposed study would benefit from and/or contribute to the ongoing work; how the technical aspects of the linkage would be structured and carried out; and the timeline for completion of the ongoing research and linking of the research studies. Description of the status of the ongoing study must detail the status and timeline of the study and the implications for the proposed project (e.g., if proposed project would rely on analyses of data from an ongoing study, what is status/timeline for data cleaning and how would delays affect proposed project). If applicable, the application must describe procedures to ensure data quality and security and access to the data. Applicant must clearly describe how the proposed research would make a distinct contribution while building on ongoing research. If applicable the application should include a letter of agreement or support as evidence of cooperation from individual(s)/organization(s) conducting the other research project.

(d) Development of Research Resources. The proposal must identify methods and resources for identifying research needs in the community and developing resources to meet those needs. This could include (but is not limited to) training for programs and for researchers, literature reviews, development of conceptual frameworks, and support of research-program partnerships in the community. Written guidance for research with certain programs, populations and communities may also be a product.

First Year Activities: Applicants should identify important research priorities for the first budget period (e.g., literature reviews, pilot studies, focus groups, research studies, other activities), the degree to which early findings would be useful for policy and practice, and the potential significance of the preliminary data for the continuing research. The applicant must clearly demonstrate their ability to produce significant and practical results within the first 12-month budget period in the event that federal funding is not available for subsequent periods.

Management Plan: The applicant should demonstrate that the proposed grantee organization has the resources necessary to successfully carry-out the project on time and to a high standard of quality, including the resources to resolve a wide variety of technical and management problems that may occur. Please refer to the Organizational Capacity criteria in *Section V.I.*

Applicants must provide a management plan that describes a sound and feasible plan of action for how the

proposed project will be carried out. This section should detail how the project will be structured, how quality control will be maintained, and how costs and scheduling will be controlled. Applicants must discuss their management of the project as a whole, for each activity, and the management and coordinating roles of any partners. Proposed projects would benefit from planned discussions and milestones to further develop plans, monitor progress, troubleshoot difficulties encountered, develop products, and communicate results of project. Please refer to the Management Plan criteria in *Section V.1*

The approach will describe the experience, skills and knowledge of the project team (and consulting partners) assigned to each project activity. Time commitments, qualifications and hiring processes will be described. The management plan will detail the staffing plan for each project activity. The authors of the proposal and their continued role in the project should be specified.

The management plan must specify personnel and approach for monitoring budget expenditures consistent with the multiple funding streams for this cooperative agreement.

If applicable, the management plan must describe the composition and roles of any steering or management committees, technical work groups, review panels, or other coordinating bodies.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, it is strongly suggested that the applicant attach proof of non-profit status with the electronic application.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

- The application must provide evidence that the Principal Investigator (PI) has a Ph.D. in a relevant domain, that research is a primary portion of the PI's work, and that the PI has published in at least one article in a peer-review journal. OPRE federal staff will review PI(s) resumes for information relevant to this eligibility criteria.
- If the applicant is a for-profit or non-profit organization, evidence of research as primary task for the organization must be provided in the application submission. This includes evidence of a history of initiating and completing research and evaluation work, and of staff experienced, skilled and knowledgeable in advanced research and evaluation methods.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Curricula Vitae (CV);
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Job descriptions for each vacant key position.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary **exclusive** of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The applicant's budget and budget justification must reflect the two funding streams described in *Section II Award Information*. The applicant must maintain careful budget records confirming that each set of funds was used for activities appropriate to the funding sources.

Applicants must include a detailed budget table by line item and a narrative budget justification clearly describing estimated costs for completion of the project, consistent with the budget categories and amounts reported in *Standard Form (SF) 424-A*. (It should be possible to derive the numbers in the SF 424-A from the information provided in the Budget Justification). The Budget and Budget Justification must be sufficiently detailed to demonstrate how the budget supports the proposed research, partnership, and capacity building activities, as well as the necessary management and oversight functions, linking clearly to the grant funding level. The discussion must include the appropriate levels of funding for addressing ACF objectives (as described in *Section I.B.*) and additional grantee responsibilities (e.g. meetings and other items as described in *Section I.C.*) over the course of the project period. Indirect costs are counted towards the award ceiling.

Because funds are limited, applicants must present a realistic plan and budget that accurately reflects the funds available for the 36-month budget. Budgets should include all personnel, travel, and any other expenses that are vital to successfully achieving the project's proposed objectives. Applicants should use the anticipated project start date of October 1, 2014.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from required electronic submission.** All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent: **06/04/2014**

Due Date for Applications: **07/07/2014**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors.*

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

Wendy DeCoursey

Administration for Children and Families

Office of Planning, Research and Evaluation

c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Hand Delivery

Wendy DeCourcey
Administration for Children and Families
Office of Planning, Research and Evaluation
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3*. Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

We recommend that the application components be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project, to more detailed information about how it will be completed). In addition, it is recommended that the application be carefully labeled to ease reviewers' identification of information relevant to the review criteria.

Background

Maximum Points: 15

1. The application provides comprehensive description of current Human Services programs in the territory.
2. The application demonstrates a thorough understanding of ACF/OPRE research priorities pertinent to the missions and goals of the Head Start and TANF programs in the U.S. Virgin Islands.
3. The application is territory-specific and focused, and clearly outlines the population and

geographic area(s) in which the applicant proposes to conduct the research, data collection, and/or other activities. The proposal demonstrates the significance of the area(s) for achieving the project's proposed objectives and the grant program's overall goals.

4. The project team is based in the U.S. territory or regional area and holds significant research experience in the specific territory of proposed research. If the proposed project team is not entirely located in the territory, the application demonstrates convincingly how the team will successfully achieve the goals of this cooperative agreement program.

Objectives and Need for Assistance

Maximum Points: 10

1. The proposed objectives are relevant to social, economic, historical, and/or political factors specific to the territory or area(s) proposed. Objectives are consistent with an analysis of the critical issues, existing research and data, and current information on needs in the territory.
2. The applicant articulates the current state of knowledge relevant to the issues being addressed, demonstrating:
 - (a) a convincing understanding of the relevant literatures, including important gaps and limitations of existing data and research;
 - (b) how the project will effectively contribute to the family self-sufficiency and stability and early child care and education research infrastructure and knowledge base in the U.S. territory;
 - (c) of the current capacity and resources for human services research and evaluation in the U.S. territory.

Outcomes Expected

Maximum Points: 10

1. The application's proposal provides a strong plan to build research capacity in the U.S. territory related to family self-sufficiency and stability and early childhood education and child development.
2. The proposed project directly addresses both of the specific research areas of interest to ACF: family self-sufficiency and stability, early childhood education and child development, or topic(s) that are mutually significant to ACF's Head Start and TANF programs in the U.S. Virgin Islands. The planned activities seem proportionately distributed consistent with the two funding sources (See *Section II. Award Information*).
3. The application outlines a project that involves a broad range of stakeholders, related to TANF, family self-sufficiency and stability, Head Start and Early Head Start, early childhood education and development, and service to low income families in the U.S. territory.
4. The applicant outlines targeted goals associated with establishing and maintaining a range of important partnerships that will contribute to effectiveness of territory research. The applicant displays established partnerships in the U.S. Virgin Islands or the ability and capacity to build partnerships related to family self-sufficiency and stability and/or early childhood education and child development.

Approach

Maximum Points: 30

1. The application includes conceptual framework(s) that is appropriate, feasible, and would significantly contribute to the importance, comprehensiveness, and quality of the proposed research; the framework is specific to the U.S. Virgin Islands and inclusive of the project objectives, research needs in the community, and potential products/outcomes.
2. The applicant fully demonstrates an excellent, organized and feasible Communication and

Engagement Plan that includes

(a) specific plans for high quality outreach activities and products that will contribute to establishing and maintaining information exchange among partner organizations, key community stakeholders, practitioners and service providers, government human service administrators, and the low-income family and children of the U.S. territory. (e.g., social media, website, social media, territory-specific methods). The effective communication plan provides various approaches to ensure maximum outreach to hard-to-reach stakeholder groups

(b) reflects a thorough understanding of potential communication and engagement challenges and provides feasible methods for detecting and addressing these obstacles when they arise.

3. The applicant's approach includes a comprehensive Partnership Development Plan that:

(a) identifies appropriate human service administrators, program practitioners and service providers, and key community and family stakeholders. The proposed community partnership plan seems likely to improve the project products, increase community and government buy-in, and assist the Human Service Research Partnership in addressing their goals and objectives;

(b) describes plans to support collaborative project(s) between researchers and community service programs and agencies, to plan and implement research to enhance existing human services and programs or address research needs.

(c) provides convincing evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively; convincing evidence is provided that identified partners, consultants and advisors fill gaps in the skills and experience of the applicant's proposed team. The expertise added is specific to the research questions and ensures that skilled staff and resources are available to complete proposed activities.

4. The applicant describes important research priorities to be addressed during the first budget period, provides a convincing description of how early findings will be useful for policy and practice, and justifies the potential significance of the preliminary data for the ongoing research. The plans for completion of the first year activities are feasible and of high quality and will contribute to a stronger research agenda throughout the remainder of the project.

5. The applicant describes reasonable plans for identifying research needs in the community. The proposed plan for developing research resources seems likely to advance the research capacity of the territory.

6. If specific research projects are not yet identified (e.g. applicant must first consult with stakeholders or assess community need for research or other start up activities), then the applicant provides convincing evidence that the research team will be able to design projects that meet criteria 6a through 6f below and will result in well constructed research and meaningful results. If specific research projects are proposed, the high quality design(s):

(a) link strongly to objectives and needs identified for human services in the U.S. Virgin Islands and demonstrates the potential to provide practical research and program evaluation support to key stakeholders in the territory;

(b) include closely linked critical research questions, hypotheses, variables and methods;

(c) sufficiently describe and link data sources, sampling, data collection, and analytic plan;

(d) employ technically sound, rigorous, and appropriate design, methods, and procedures to meet the project's research objectives;

(e) reflect deep and thorough understanding of technical and logistical issues in the U.S. Virgin Islands; The proposal identifies potential difficulties that may arise while completing the research and proposes realistic strategies for resolution;

(f) reflects sensitive understanding of cultural and ethical issues, including acknowledgement of need to have IRB approval for all funded research activities.

7. If the Human Service Partnership proposal involves administrative or secondary data analyses, the application includes an implementation plan that is sufficiently detailed, of high quality, and likely to succeed (including confirmation of access to the data; confirmation of appropriate data variables and data quality for addressing identified hypotheses)

8. If the Human Service Partnership proposal includes funding for a project that is linked with ongoing research, the applicant fully demonstrates a feasible plan that is likely to succeed, including enhancing progress towards the goals of the Partnership, establishing the context of the ongoing research study, and identifying the technical implications and how the linked projects will be structured and carried out.

Organizational Capacity and Staff Qualifications

Maximum Points: 15

Organizational Capacity

1. The application demonstrates that the proposed grantee organization has the organizational capacity and resources to successfully carry out the project on time and to a high standard of quality.

(a) The application demonstrates that the proposed grantee organization has the capacity to monitor expenditures and report amounts of federal fund disbursements. Application identifies organization's ability to manage the allocation of costs and maintain separate accounting records of funds provided by each of the funding streams awarded under this FOA.

(b). The organization evidences strong history, capacity and capabilities for designing, implementing and disseminating high quality research projects.

2. The applicant provides convincing evidence supporting that the applicant organization, and any partnering organizations, have relevant experience and expertise with implementing multi-partnered projects. The organization has the capacity to quickly establish subcontracts and partnership agreements to ensure a quick start up of the proposed plan.

Staff Qualifications

1. The application demonstrates that the project team, including partners and subcontractors, has the experience, expertise and commitments to carry out the proposed project on time, within budget, and with a high degree of quality.

2. One or more of the PIs for the project has a Ph.D. in a relevant field; research is one of his or her primary work tasks, and he or she has published in a peer reviewed journal.

3. The application demonstrates that the PI(s) and other individuals proposed for lead positions have the qualifications and expertise required to successfully accomplish the goals of the cooperative agreement program, including:

(a) the technical skills and experience to meet the project's proposed research objectives;

(b) current knowledge of TANF/ Head Start/ACF programs and initiatives related to the issues identified;

(c) research experience in broader early childhood education and/or family self-sufficiency and stability issues;

(d) research experience in the U.S. Territory and/or Caribbean region.

4. PI and other leadership staff are able to commit a sufficient portion of their time to the project activities.

5. The application proposes adequate staffing for each activity proposed, and clearly identifies all key

staff positions for the project, adequately describing the essential professional and/or technical qualifications for each position and activity; The team includes staff skilled and experienced in communication and social outreach (e.g., website design, webinar support, social media, and territory-specific methods for effective communication and information exchange). Staff resources identified appear appropriate.

6. The application identifies all proposed subcontractors, partners, consultants or advisors and sufficiently documents their expertise, roles, and responsibilities on the project. The partners are appropriately qualified to succeed in their roles.

7. The application demonstrates that specified team members are able to monitor expenditures and report amounts of federal fund disbursements. Application identifies individual(s) able to manage the allocation of costs and maintain separate accounting records of funds provided by each of the funding streams awarded under this FOA. The application reflects an understanding of this requirement.

Dissemination Plan

Maximum Points: 5

1. The applicant's proposal includes a detailed dissemination plan that:

(a) identifies specific goals and activities to effectively and quickly communicate project results to the local community. The application confirms that the Human Service Research Partnership priority is the development and implementation of direct research and resources for the local community and agencies (i.e., not publication to a broader audience, if it will delay release locally). The proposal includes mechanisms to participate in OPRE/ACF conferences and/or meetings for the project team to present the funded research to federal and state policymakers and administrators;

(b) ensures sufficient funds and staffing to support dissemination and report development for each product of the cooperative agreement; and

(c) provides a feasible preliminary plan to evaluate the extent to which target audiences have received project information and are using it as intended.

Management Plan

Maximum Points: 5

1. The applicant includes a clear and detailed plan for how decisions will be made regarding all project activities.

2. The application presents a sound, workable, and cohesive management plan demonstrating how the work will be carried out on time and within budget.

3. The application includes:

(a) a reasonable project timeline, presenting a milestones, major activities and products, with feasible target dates;

(b) an adequate plan for maintaining oversight and quality control over the implementation and ongoing operations of the project;

(c) an organizational and/or management framework that clearly defines coordination and functional relationships among partners and components of the project. Leaders are identified for each task and an appropriate communication plan is proposed for each task team.

Budget and Budget Justification

Maximum Points: 10

1. The applicant provides a detailed budget that contains reasonable research, administrative data/partnership, communication, and travel cost estimates. Please see *Meetings and Conferences, Section I. C. Program Structure and Project Requirements*.
2. The budget and budget justification sufficiently support the necessary management, coordination, and oversight functions to accomplish ACF's partnership goals for the cooperative agreement.
3. The applicant shares part of the cost to support the proposed project.
4. The budget and budget justification for the project proportionately separates the allocation of funds provided by each of the funding streams contributing to this FOA.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

The Director of OPRE will make the final selection of the applications to be funded. Applications may be funded in whole or in part depending on: (1) the ranked order of applications resulting from the objective review; (2) staff review and consultations; (3) the combination of projects that best meet the needs of ACF's Head Start and TANF programs; (4) the federal funds available; and (5) other relevant considerations, such as whether applicants have additional non-federal funding sources to contribute for the proposed project.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov/>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage

A standard term and condition of award will be included in the final Notice of Award (NOA); all grant recipients will be subject to a term and condition that instructs grantees to recognize any same-sex marriage legally entered into in a U.S. jurisdiction that recognizes their marriage, including one of the states, the District of Columbia or U.S. territory, or in a foreign country so long as that marriage would also be recognized by a U.S. jurisdiction, when applying the terms of the Federal statute(s) governing the award. This applies regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. However, this does not apply to registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage. Accordingly, recipients must review and revise, as needed, any policies and procedures which interpret or apply Federal statutory or regulatory references to such terms as "marriage," "spouse,"

“family,” “household member,” or similar references to familial relationship to reflect inclusion of same-sex spouses and marriages. Any similar familial terminology references in HHS statutes, regulations, or policy transmittals will be interpreted to include same-sex spouses and marriages legally entered into as described herein.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA’s requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than

eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

The successful applicant will report overall federal fund disbursements in their semi-annual SF 425; maintain separate accounting records which identify the source and allocation of funds proportionate to the funding streams of the award made under this FOA. Proportions of the funding streams for this award are specified in *Section II. Award Information*.

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428) .

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF

grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal Interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at <http://www.whitehouse.gov/omb/grants-forms>.

VII. Agency Contacts

Program Office Contact

Wendy DeCourcey
Administration for Children and Families
Office of Planning, Research and Evaluation
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Email: ResearchUSVI@icfi.com

Office of Grants Management Contact

David Kadan
Administration for Children and Families
Office of Grants Management
c/o ICF International
9300 Lee Highway
Fairfax, VA 22031-6050
Phone: (877) 350-5913
Fax: (703) 934-3740
Email: ResearchUSVI@icfi.com

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) [http:// www.hhs.gov/](http://www.hhs.gov/).

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) [http:// www.acf.hhs.gov/](http://www.acf.hhs.gov/).

ACF Grants Homepage [https:// www.acf.hhs.gov/ grants](https://www.acf.hhs.gov/grants).

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" [https://www.acf.hhs.gov/ grants/ how-to-apply-for-grants](https://www.acf.hhs.gov/grants/how-to-apply-for-grants).

Catalog of Federal Domestic Assistance (CFDA) [https:// www.cfda.gov/](https://www.cfda.gov/).

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at [https://www.acf.hhs.gov/ grants -forms](https://www.acf.hhs.gov/grants-forms).

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms.html) Forms Repository webpage at [http:// www.grants.gov/web/ grants/ forms.html](http://www.grants.gov/web/grants/forms.html). See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/ web/ grants/ support/ technical-support/ accessibility-compliance.html](http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html).

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

Application Checklist

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application"	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	<p>page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification.</i>	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times.</i>
Certification of Filing and Payment of Federal Taxes	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found at http://www.acf.hhs.gov/grants-forms.</p>	If applicable to the applicant, it must be submitted prior to the award of a grant.
<p>SF-424A - Budget Information - Non- Construction Programs and</p> <p>SF-424B - Assurances - Non- Construction Programs</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

	<p>"Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at</p> <p>http://www.acf.hhs.gov/grants-forms and at</p> <p>http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http:// www.acf.hhs.gov/grants- forms and at http ://www. grants.gov/ web/ grants/ forms. html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.</p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i></p> <p>Do not attach required application elements or</p>

	<p>Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
Protection of Human Subjects Assurance Identification / IRB Certification / Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i>.</p> <p>Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

	http:// www. grants. gov/ web/ grants/forms.html by using the link to "SF-424 Family."	
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.acf.hhs.gov/ grants-forms and at http://www.grants.gov/web/ grants/ forms.html by using the link to "SF-424 Family."	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Letter of Intent	Referenced in <i>Section IV.2. Project Description.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3.</i>
Executive Order 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www. whitehouse.gov /omb/ grants_ spoc/ as indicated in <i>Section IV.4. Intergovernmental Review</i> of this announcement. The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.	Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>

Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Organizational Capacity	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Plan for Oversight of Federal Award Funds	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Appendix Table of Contents	Referenced in <i>Section IV.2 Content and Form of Application Submission</i>	By due date.
Documentation of Eligibility Status	Referenced in <i>Section III.3. Other</i> . and <i>Section IV.2 Project Description, Additional Eligibility Documentation</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . Also, see <i>Section III.3. Disqualification Factors</i> .

Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description</i> .	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3</i> . If not available at the time of application submission, due by the time of award.
Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.3</i> .
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity</i> .	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.